

UNITED STATES MARINE CORPS  
Base Food Service Division  
Assistant Chief of Staff, Logistics  
Marine Corps Base  
PSC Box 20004  
Camp Lejeune, North Carolina 28542-0004

BFSMemo 18-01  
FOOD  
31 July 01

**BASE FOOD SERVICE MEMORANDUM 18-01**

From: Base Food Service Operation Officer

Subj: MESS HALL O&M FUNDS

Ref: (a) BFSMemo 25-97

Encl: (1) MessHall Allocated O&M funds for August 2001  
(2) Balance of July's O&MMC  
(3) Monthly Reconciliation Sheet for August 2001

1. Your monthly allocation will be based off your man-days. **The monthly budget will not be exceeded without approval of the Operations Chief/Officer.**
2. Your monthly allocations for the remainder of this fiscal year will be adjusted to properly balance our budget. It will start reflecting this month. Any questions contact the Operation Chief/Officer.
3. Per the reference, O&M funds will be used to replace consumable supplies and minor property items such as cleaning gear, minor office supplies, mess uniforms, and tableware to include dishware as required. Enclosure (1) contains August's allocations based on man-days.
4. Enclosure (2) shows the balance of July. If there are any discrepancies from your records, contact SSgt Cox at 451-7564.
5. Enclosure (3) shows allocated funds based on man-days minus/plus any difference from the previous month. The authorized column shows the actual amount of funds for the month of August. **The 10th and 20th of every month is a mandatory reconciliation of O&MMC funds.**
6. All mess hall property NCO's or representatives will meet at BFS the first Wednesday of every month at 0900. A representative will be present.

7. The Self-Cancellation date will be one year from the date of the memorandum.

8. Points of contact are Ssgt Cox or CW02 Aviles at 451-7563/ 6276.



F. AVILES JR

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**MESSHALL O&M FUNDS**  
**AUGUST 2001**

ALLOCATION FROM MAN-DAYS  
16 JUNE 01 - 15 JULY 01

<u>MESSHALL</u>	<u>MAN-DAYS</u>	<u>ALLOCATED FUNDS</u>
<u>\$ .20</u>		
BB7	12,558	2,512.00
455	21,787	4,357.00
SUB-TOTAL:	34,375	6,869.00
<u>\$ .25</u>		
1041	6,844	1,711.00
4012	13,556	3,389.00
640	24,571	6,143.00
SUB-TOTAL:	44,971	\$11,243.00
<u>\$ .30</u>		
RR-3	5,511	1,653.00
FC-420	14,325	4,298.00
FC-303	11,542	3,462.00
9	9,661	2,898.00
122	14,355	4,306.00
521	15,034	4,510.00
411	19,502	5,851.00
211	15,676	4,703.00
BFS		5,000.00
SUB-TOTAL:	105,606	\$36,681.00
TOTAL:	184,952	\$54,793.00

Enclosure (1)

# ENDING BALANCE FOR THE MONTH OF JULY 2001

## DSSC\$

MH#	AUTHORIZED	SELF SERVE	%	FUNDS REMAINING	MH#
BB7	\$3,455.00	\$4,413.22	127.73%	(\$958.22)	BB7
1041	\$1,871.00	\$1,780.62	95.17%	\$90.38	1041
RR3	\$2,401.00	\$1,389.56	57.87%	\$1,011.44	RR3
455	\$6,176.00	\$4,944.90	80.07%	\$1,231.10	455
4012	\$3,601.00	\$3,481.00	96.67%	\$120.00	4012
640	\$6,764.00	\$5,480.61	81.03%	\$1,283.39	640
420	\$4,190.00	\$3,519.39	83.99%	\$670.61	420
303	\$4,331.00	\$3,750.65	86.60%	\$580.35	303
9	\$2,996.00	\$2,631.80	87.84%	\$364.20	9
122	\$3,318.00	\$3,893.96	117.36%	(\$575.96)	122
521	\$4,873.00	\$5,023.26	103.08%	(\$150.26)	521
411	\$6,975.00	\$6,154.17	88.23%	\$820.83	411
211	\$6,649.00	\$6,097.55	91.71%	\$551.45	211
BFSP	\$5,000.00	\$19,353.28	387.07%	(\$14,353.28)	BFSP
TOTAL	\$62,600.00	\$71,913.97	114.88%	(\$9,313.97)	TOTAL

SHOP STORES  
DSSC  
WAREHOUSE  
TOTAL

\$71,913.97

# RECONCILIATION SHEET FOR THE MONTH OF AUGUST 2001

MESSHALL	ALLOCATED	OVER/UNDER	AUTHORIZED
BB7	\$2,512.00	(\$958.22)	\$1,553.78
1041	\$1,711.00	\$90.38	\$1,801.38
RR3	\$1,653.00	\$1,011.44	\$2,664.44
455	\$4,357.00	\$1,231.10	\$5,588.10
4012	\$3,389.00	\$120.00	\$3,509.00
640	\$6,143.00	\$1,283.39	\$7,426.39
420	\$4,298.00	\$670.61	\$4,968.61
303	\$3,462.00	\$580.35	\$4,042.35
9	\$2,898.00	\$364.20	\$3,262.20
122	\$4,306.00	(\$575.96)	\$3,730.04
521	\$4,510.00	(\$150.26)	\$4,359.74
411	\$5,851.00	\$820.23	\$6,671.23
211	\$4,703.00	\$551.45	\$5,254.45
BFS	\$5,000.00	\$0.00	\$5,000.00
TOTAL	\$54,793.00	\$5,038.71	\$59,831.71